



Town of Hotchkiss
276 W Main St. - P.O. Box 369
Hotchkiss, Colorado 81419
(970) 872-3663

JIM WINGFIELD
Mayor

GINGER R REDDEN
Town Clerk

August 13, 2025

Dear Property Owner or Resident,

The Town of **Hotchkiss Planning Commission** will hold a Public Hearing on Wednesday, **August 27, 2025, at 6:30 p.m.**, at the Hotchkiss Town Hall, 276 W. Main Street, Hotchkiss, Colorado for a Variance Request for the placement of a shed at 422 Willow Drive. The request was filed by Zack Kirk. The **Hotchkiss Board of Trustees** will consider the same at a Public Hearing on Thursday, **September 11, 2025, at 6:30 p.m.** at 276 W Main Street, Hotchkiss, Colorado. Concerns and comments may be presented at the Public Hearings or by filing a written comment to the Town Clerk's Office at PO Box 369, Hotchkiss, CO 81419 prior to either of the public hearings.

Documents are available at the Hotchkiss Town Hall.

Sincerely,

Ginger Redden, Town Clerk
Town of Hotchkiss

TRUSTEES

Jim Jorgensen, Custer McLeod, Roger Christian, Patricia Medina, Randy Thalmann, Sven Edstrom

TOWN OF HOTCHKISS

P.O. BOX 369
HOTCHKISS, COLORADO 81419
(970) 872-3663

SPECIAL ZONING USE REVIEW/ VARIANCE REQUEST APPLICATION

SPECIAL ZONING USE REVIEW

☐

\$35

VARIANCE REQUEST

☒

\$35

(Applicant) Name (Last) Kirk (First) Zack

Telephone Number(s) _____ Cell Phone(s) (970) 201-7249

Mailing Address 422 Willow Drive Hotchkiss Colo 81419

(Property Owner) Name (Last) Kirk (First) Zack

(If different than applicant)

Telephone Number(s) _____ Cell Phone _____

Mailing Address _____

Property Address _____

Application Date 7/28/25

Planning Commission Hearing Date 8/27/25

Council Hearing Date 9/11/25

(From Hotchkiss Zoning Ordinance- it is recommended that if you have any questions that you review the complete ordinance)

Town Regulation Pertaining to Variance Request: Yard Setbacks
Reg. 12-06

Variance Request: I did not know the "set back" rule and built
my shed about 6 feet from the property line to the north.
I am asking for this variance because of this.

Would the granting of this variance adversely impact adjacent or neighboring residents or property owners?

No. I have spoken to my neighbors and they are not
bothered by it in the least.

Variance Request

1. Site Plan

Any application for Variance that includes a new structure or improvement to an existing structure will require a site plan. Plans may be hand drawn but must be clearly written with accurate measurements indicated. The Site Plan may be submitted as two separate drawings or one drawing with an overlay.

- In addition to the site plan, a title policy shall be provided to the Town indicating that the property is free and clear of all ownership disputes, liens, or encumbrances, whatsoever, which would impair the property to be utilized for the uses approved. The title policy shall provide verification that all owners and lien-holders have signed the special review site plan. The title policy shall be effective within 24 hours after the date of approval by the Town Board. If the title policy is not provided to the Town Clerk within 7 days after action by the Town Board, the action by the Town Board shall be automatically voided.
- Other information as needed by the Town to analyze the feasibility and impact of the Variance Request, which may include, but not limited to, traffic analyses, soils or geological reports, or drainage and engineering studies.

2. Project Summary

Please answer only the questions that apply to your Variance request. Please type the answers neatly on a separate sheet(s) of paper and include the questions below as topic headings and attach it securely to this application. Any additional information, which would be beneficial in the consideration, may also be noted.

- Reason for Special Review/ Variance
- Current Zoning of Property
- What land boundary changes are necessary?
- What addition/changes to existing buildings/structures will be made?
- What new buildings/structures will be constructed?
- What additions/changes in utilities will be necessary? Including water, sewer, gas, and electric.
- Will property have Commercial/Private or Public Use?
- Anticipated traffic flow and volume?
- Detail the Safety and Disabled Access accommodations.
- Detail the possible environmental impact, such as noise, lighting glare, pollutants, etc.

3. Public Notice Requirements

All property owners within 200 feet of the property being reviewed shall be notified via certified mail by the Town Clerk's Office of a public hearing whereby the Planning and Zoning Commission shall consider this application.

All applications shall be filed at least 30 days in advance of the meeting at which they are to be considered by the Planning and Zoning Commission. Incomplete applications may result in denial of application acceptance and returned for completion, consequentially delaying hearings.

4. Acknowledgement to pay fees

This application must be completed and a fee of \$35.00 is assessed to cover the cost of correspondence, publication and certified mailings to property owners within 200 feet of said property. Payment must accompany this application.

Special Review

10.01 Intent. Each established zoning district is intended for a specific type or category of land use (e.g., single family dwelling in a R-1 district). However, there are certain uses, which may or may not be appropriate in a particular district depending on the situation. For example, the location, nature of the proposed use, character of the surrounding area, traffic capacities of adjacent streets, and potential environmental effects all may dictate that the circumstances of the development to be individually reviewed. The special review process is established to provide for these specific uses without establishing numerous separate zoning classifications. It is the intent of this chapter to provide a review of such uses so that the community is assured that the proposed uses are compatible with the location and surrounding land uses.

10.02 When allowed. Within each zoning district, certain land uses are permitted by right, by special review or prohibited. Special review uses may be permitted in designated districts upon review by the Planning and Zoning Commission and approval by the Town Board.

10.03 Site Plan and Supporting Documents. There shall be filed with each special review application a site plan drawn to scale and an appropriate number of copies as determined by the Town Clerk. The site plan shall be drawn in black ink on white paper or mylar. Following approval by the Town Board the applicant shall submit a reproducible copy of the original site plan to the Town for the Town's permanent records.

The special review application shall include the following: *(Type applicable items neatly on separate paper and attach to application)*

Checklist

1. The Site plan showing the location of all buildings, structures, and other improvements to be placed on the real property. A building envelope may be used in lieu of showing the exact building or structure location to allow for minor variations in the location.
2. A legal description of the property.
3. All off-street parking and loading areas. (Consult off-street parking requirements chart)
4. The location of all ways for ingress and egress to all buildings, and parking areas.
5. Service and refuse collection areas.
6. Major screening proposals.
7. The size, shape, height, and character of all signs.
8. The area and location of all open space and recreation areas.
9. The location and type of outdoor lighting.
10. The character and type of landscaping to be provided. The landscaping shall be indicated in tabular form showing the type of plant material, minimum size, and quantity. The approximate location of landscaping shall be indicated on the site plan.
11. The anticipated timetable for completion. If the project is to be completed in the phases then the data for completion of each phase shall be indicated.
12. All owners and lien-holders of the property shall sign the following agreement that will be placed on the original special review site plan.

The undersigned agree that the real property described on the site plan shall be developed only in accordance with the approved special review site plan and other provisions of the zoning regulations of the Town of Hotchkiss.

By Signing below, I acknowledge that I will be billed for any overages of costs incurred for this Special Review/Variance Request. I am aware that upon acceptance of the Special Review/Variance Request by the Planning and Zoning Commission and the Board of Trustees, a building permit must be applied for and approved by the building inspector, if applicable.

****Completed Application with fee must be returned 30 days prior to meeting dates being set.**

Signed (Applicant) 

Signed (Property Owner) 

SIGNED (By Additional Lien Holder etc.) _____

The application with attached materials has been examined and has been determined to be complete, however additional information may be requested.

Town Clerk or Authorized Representative 

DATE 8/04/2025

Property Owner Permission

(This document must be signed by property owner if owner is not the Applicant making the request)

I, Zack Kirk, Owner of the property addressed

as 422 Willow Drive, Do hereby, give my permission for

applicant listed above to apply for this request with my knowledge.

Mailing Address: 422 Willow Drive Hotchkiss Colo 81413

Phone Number: (970) 201-7249

E-mail address: zknftc@gmail

Signature of Property Owner: 

DATE: 8/1/25